

## DUTY STATEMENT

<b>Classification:</b> Office Technician (T)	<b>Position No.</b> 1600-1139-801
<b>CBID:</b> R04	<b>Office:</b> Governmental Affairs
<b>Date Prepared:</b> January 5, 2010	<b>Division:</b> Small Offices
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the general direction of the Assistant Director of the Office of Governmental Affairs, the Office Technician provides secretarial support for the Office of Governmental Affairs staff. Responsibilities include performing the most difficult secretarial duties for the Office.

### **WORKING CONDITIONS:**

Work is performed indoors in an office setting.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent, in the performance of his/her work, will demonstrate a high degree of independence and initiative performing administrative, as well as secretarial functions. The functions, requiring a detailed knowledge of the activities of the Office of Governmental Affairs are:

- 25% Review and determine dispersal of incoming communication, including telephone calls, faxes, correspondence. Receive and screen visitors. Deal effectively and tactfully on the telephone as well as with visitors representing a variety of interests. Respond appropriately to general questions related to functions of the office and refer to appropriate staff when technical information is requested. (E)
- 25% Operate the Office's bill tracking system. Maintain both paper and electronic bill files, and route legislative analyses and analysis requests to Commission staff, Resources Agency, and the Governor's Office. Maintain an extensive database related to bills being tracked. (E)
- 20% Schedule meetings, coordinate the Assistant Director's schedule, and maintain the Assistant Director's calendar. (E)

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- 10% Perform administrative functions such as maintain confidential and administrative information files, time-keeping records, and supplies, manage contracts, make travel arrangements, prepare travel expense claims, and prepare correspondence. (E)
- 5% Disburse legislative information such as priority bill status and upcoming legislative hearings. Keep the Office staff informed of changes in the status of legislation as well as upcoming hearings. Compile and format information from the automated bill tracking system and data from the Office staff in a weekly report. Provide the weekly report to the Legislative Office of the Resources Agency for compilation into reports to the Governor's Office. (E)
- 5% Track projects to assure deadlines are met. Track correspondence, legislative reports, and requests for staff analyses of issues and legislation. Review outgoing correspondence for format, grammar, spelling, and consistency with administrative policy. (E)
- 5% Maintain and update the division's partition of the CEC Intranet. Act as lead for projects assigned to Student Assistant. (E)
- 5% Perform other duties as required consistent with the class specification. (M)

<div>_____/_____ Employee's Signature                      Date</div>	<div>_____/_____ Supervisor's Signature                      Date</div>
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